



## Agency Metrics Job Aid for B0090

---

### **B0090 – New Employee Turnover Rate Metrics**

The B0090 report was developed to help identify which agencies are having difficulty in retaining new hires. To accomplish this, the report captures the turnover rate as a percentage of separations that are occurring for “New” employees. A “New” employee is defined as having 0 to 3 years of service with the state (0-36 months) and is based on employee's original hire date with the State.

The report provides the separation rate by 3 service term categories:

- Separation Rate % for 0 to 2 Yr EEs
- Separation Rate % for 2+ to 3 Year EEs
- Separation Rate % for 0 to 3 Year EEs (the previous 2 service term categories combined)

Scorecard colors are applied only to the service term category “Separation Rate % for 0 to 3 Year EEs” and is based on the following criteria:

- |                             |                          |
|-----------------------------|--------------------------|
| • Less than or equal to 25% | No color (Implied Green) |
| • Between 25.1% and 50%     | Yellow                   |
| • Greater than 50%          | Red                      |

Included and excluded data:

- The report includes Action Types ZG –Separation, and ZF – Separation Pay Continuations with all related Action Reason codes except for those noted below.
- The report excludes Action Reason codes: (ZG) 26 - Cancel Separation Pay continuation and (ZG) 04 - Did Not Report.
- The report excludes all hourly and supplemental employees.



## Agency Metrics Job Aid for B0090

To run the report:

NCID \*

Password \*

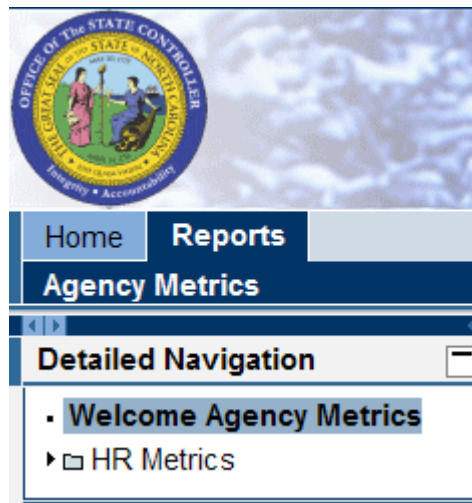
Log on

For human resources, payroll or BEACON system assistance, call **919-707-0707** in the Raleigh area, or 1-866-NCBEST4U (866-622-3784) statewide, from 8 a.m. to 5 p.m., Monday through Friday.

For NCID assistance, contact your agency's NCID administrator, or to reset your NCID password visit, <https://ncid.nc.gov>.

[Customer Service](#) | [System Status](#) | [Privacy and Security](#) | [Legal](#)

1. Access the BEACON Portal.
2. Click on the **Reports Tab**.





## Agency Metrics Job Aid for B0090

3. Click on **Agency Metrics**.



4. Click on **HR Metrics** folder (click on the black arrow to expand folder).
5. Click on the **B0090 New Employee Turnover Rate Metrics** report.



## Agency Metrics Job Aid for B0090

### B0090: New Employee Turnover Rate Metrics

#### Variable Entry

Available Variables:  Save Save As... Delete [Show Variable Personalization](#)

#### General Variables

Variable	Current Selection	Description
* Organizational Unit	20000099	
* Calendar Qtr(s)/Year(s) (Mandato	1/2008	

OK Check

6. Select your organizational unit.
7. Select the correct Quarter and Year combination. **Note: The data entry format is Q/YYYY** (example: for 4<sup>th</sup> Qtr 2008 enter 4/2008 which includes Oct, Nov, Dec 2008; for 1<sup>st</sup> Qtr 2009 enter 1/2009 which includes Jan, Feb, Mar. 2009).

**NOTE:** Hold the ⌘ key while clicking on the following link to obtain for more detailed information regarding the correct entry for the variable in this field.

[http://www.osc.nc.gov/beacon/training/library/CALENDAR\\_QTR\\_Correct\\_Data\\_Entry\\_for\\_the\\_BI\\_Date\\_Variable.pdf](http://www.osc.nc.gov/beacon/training/library/CALENDAR_QTR_Correct_Data_Entry_for_the_BI_Date_Variable.pdf)

8. View Results.

### B0090: New Employee Turnover Rate Metrics

Save As... Display As Table Information Print Version Export to Excel



## Agency Metrics Job Aid for B0090

▼ Columns

▪ Cal Qtr/Yr

▪ Key Figures

▼ Rows

▪ Org Unit

▼ Free characteristics

▪ Cal Mth/Yr

▪ Personnel Area

	Cal Qtr/Yr	1/2008		
Org Unit		Separation Rate % for 0 to 2 Yr EEs	Separation Rate % for 2+ to 3 Yr EEs	Separation Rate % for 0 to 3 Yr EEs
20000099	Disney	2.0	1.2	1.8

### NOTES:

Separation rates are calculated by taking the total number of separations for each length of service category, and dividing that by the total number of employees employed for the appropriate number of months per length of service category. For example, if the total population of employees who have been employed by the state for less than 2 years is 2000, and during this time 200 of these employees separated, the rate would be calculated as  $200/2000 = .10$  or 10%.

### Hidden Features

The B0090 New Employee Turnover Rate Metrics report is highly summarized in order to provide “at a glance” analysis of which agencies are experiencing challenges with new hire retention. This report has some hidden features which enable a more detailed analysis on a targeted area as desired. In addition, it relates directly to the existing B0043-1 Employee Separations from State Government report.

To analyze the details that makes up the turnover rate categories:

1. Position mouse over the “Key Figures” text (under the Columns header in the left navigation window), right-mouse click->Filter->Select Filter Value.



## Agency Metrics Job Aid for B0090

Org Unit ⇅	Cal Qtr/Yr	1/2008		
		Separation Rate % for 0 to 2 Yr EEs	Separation Rate % for 2+ to 3 Yr EEs	Separation Rate % for 0 to 3 Yr EEs
▶ 20000014	Health Services	1.6	0.5	1.3
▶ 20000015	Health Services	2.0	1.2	1.8
▶ 20000016	Health Services	3.2	3.1	4.0
▶ 20000017	Broadcast and Export	2.2	1.8	2.1

Filter
Change Drilldown
Hierarchy
Broadcast and Export
Properties
Exceptions
Sort Org Unit

Keep Filter Value
Keep Filter Value on Axis
Filter and Drill Down By
Select Filter Value
Remove Filter Value
Variable Screen

2. Select the key figures highlighted below and click "Add".



**April 21, 2009**



3. Then click “OK”. The report should now show the additional key figures.





## Agency Metrics Job Aid for B0090

B0090: New Employee Turnover Rate Metrics							
Save As...		Display As Table		Information	Print Version	Export to Excel	
	Cal Qtr/Yr	1/2008					
Org Unit		Total Separations for 0 to 2 Yr EEs	Separation Rate % for 0 to 2 Yr EEs	Total Separations for 2+ to 3 Yr EEs	Separation Rate % for 2+ to 3 Yr EEs	Total Separations for 0 to 3 Yr EEs	Separation Rate % for 0 to 3 Yr EEs
20000099	Disney	83	2.0	18	1.2	101	1.8

**Important!** Leave the window for the above display of B0090 open.

- Navigate back to the browser window with the original HR Scocard report listing. Click on the "Personnel Admin" tab, open the "Employee Details and Actions" folder.

### Employee Details & Actions

#### B0043-1: Employee Separations from State Government

- Run the B0043-1 report. Select the same OrgUnit as when executing B0090.

**Important!** For B0043-1, select the 3 months that represent the same Calendar Quarter/Year selection as when executing B0090. In this example, since B0090 was executed with 1/2008 for Calendar Quarter/Year, then the months 01/2008 - 03/2008 should be selected when running B0043-1.



## Agency Metrics Job Aid for B0090





### B0043-1: Employee Separations from State Government

#### Variable Entry

Available Variants:

[Show Variable Personalization](#)

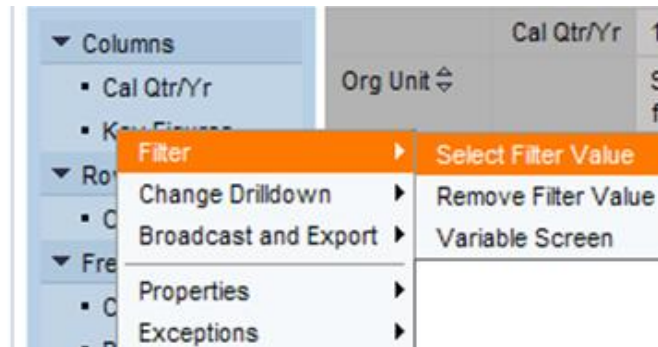
#### General Variables

Variable 	Current Selection		Description
* Organizational Unit	20000099		
* Calendar Month(s)/Year(s) (Mandatory)	01/2008 - 03/2008		JAN 2008 - MAR 2008
Employee(s) PersNo. (Optional)			



## Agency Metrics Job Aid for B0090

6. Select the Key Figures to match the B0090 report. Position mouse over the “Key Figures” text (under the Columns header in the left navigation window), right-mouse click->Filter->Select Filter Value.



7. Select the key figures highlighted below and Click “Remove “.



## Agency Metrics Job Aid for B0090

Select values for Key Figures (48GZT1E0L7633P2OK68XL0XW0)

Show tool:  Show view:

**All**

Key Figures Text	
	DaysDiff Between Actn EffDt & OrigHireDt
	0 to 2 Yr EEs Asof Actn EffDt (<=744 Days)
	2+ to 3 Yr EEs Asof Actn EffDt (745 to 1109 Days)
	0 to 3 Yr EEs Asof Actn EffDt (<=1109 Days)
	Number of Separations
	Annual Salary

**Selections**

Type	Description
	DaysDiff Between Actn EffDt & OrigHireDt
	0 to 2 Yr EEs Asof Actn EffDt (<=744 Days)
	2+ to 3 Yr EEs Asof Actn EffDt (745 to 1109 Days)
	0 to 3 Yr EEs Asof Actn EffDt (<=1109 Days)
	Number of Separations

Add Remove

OK Cancel



## Agency Metrics Job Aid for B0090

Select values for Key Figures (48GZT1E0L7633P2OK68XL0XW0)

Show tool:  Show view:

All

Key Figures Text	
<input type="checkbox"/>	DaysDiff Between Actn EffDt & OrigHireDt
<input type="checkbox"/>	0 to 2 Yr EEs Asof Actn EffDt (<=744 Days)
<input type="checkbox"/>	2+ to 3 Yr EEs Asof Actn EffDt (745 to 1109 Days)
<input type="checkbox"/>	0 to 3 Yr EEs Asof Actn EffDt (<=1109 Days)
<input type="checkbox"/>	Number of Separations
<input type="checkbox"/>	Annual Salary

Selections

Type	Description
=	DaysDiff Between Actn EffDt & OrigHireDt
=	0 to 2 Yr EEs Asof Actn EffDt (<=744 Days)
=	2+ to 3 Yr EEs Asof Actn EffDt (745 to 1109 Days)
=	0 to 3 Yr EEs Asof Actn EffDt (<=1109 Days)

Add Remove

OK Cancel

8. Click OK.
9. Once the B0043-1 report renders, click on the “Settings” link in the far right upper corner.

Last Data Update: 04/09/2009 15:42:37  
Last Refreshed 04/13/2009 12:21:09

[Filter Settings](#)

10. Click on the “Conditions” tab. Click on square beside the condition to highlight the “0 to 3 Yr EEs > 0” condition row, then click on the “Toggle State” button.



## Agency Metrics Job Aid for B0090

**B0043-1: Employee Separations from State Government**

Save As... Display As  Information Print Version Export to Excel

Table Graphic Exceptions **Conditions** Data Provider

Condition	Status	Definition
0 to 3 Yr EEs > 0	Inactive	>0

Add Details Toggle State Delete

This turns on the condition to filter the report for only the new hires which were captured in the B0090 report.

**B0043-1: Employee Separations from State Government**

Save As... Display As  Information Print Version Export to Excel

Table Graphic Exceptions **Conditions** Data Provider

Condition	Status	Definition
0 to 3 Yr EEs > 0	Active	>0

Add Details Toggle State Delete

Close

Notice that the “0 to 3 Yr EEs >0” condition is now set to “Active” status. Click on the “Close” button at the bottom.

The B0043-1 report now shows separation actions only for employees that are within “0 to 3 Yrs” As of Action Effective Date.



## Agency Metrics Job Aid for B0090

Employee	Employee's Name	Original Hire Date	Effective Date	Processed Date	Cal Qtr/Yr 1/2008			
					DaysDiff Between Actn EffDt & OrigHireDt	0 to 2 Yr EEs Asof Actn EffDt (≤744 Days)	2+ to 3 Yr EEs Asof Actn EffDt (745 to 1109 Days)	0 to 3 Yr EEs Asof Actn EffDt (≤1109 Days)
337351	PLUTO	01/03/2006	03/04/2008	03/21/2008	791	0	1	1
409696	GOOFY	03/07/2006	03/08/2008	03/14/2008	732	1	0	1
418908	DONALD DUCK	10/16/2006	03/12/2008	03/21/2008	513	1	0	1
483103	DAISY DUCK	05/15/2006	03/29/2008	04/09/2008	684	1	0	1
534237	MICKEY MOUSE	04/02/2007	03/06/2008	03/14/2008	339	1	0	1
655630	MINNIE MOUSE	10/30/2006	03/28/2008	04/11/2008	515	1	0	1



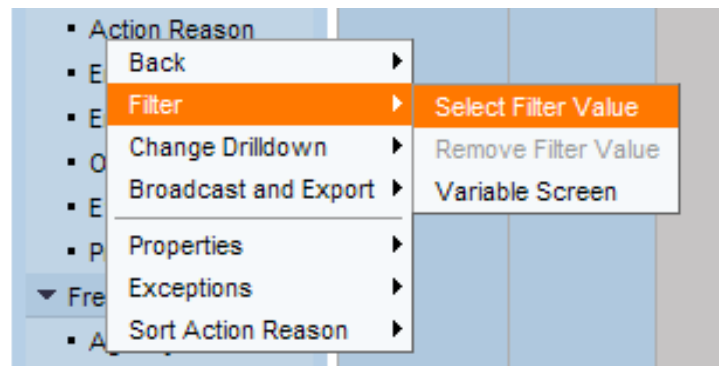
## Agency Metrics Job Aid for B0090

The following steps can be used to view and verify that the detail data in B0043-1 exactly matches the summary data in B0090.

**Step 1:** Validate that the “0 to 2 Yr”, “2+ to 3Yr”, and “0 to 3 Yr” buckets are populated properly based on the math calculation of Effective Date minus Original Hire Date; this calculation is reflected in the **“DaysDiff Between Actn EffDt & OrigHireDt”** key figure.

- If the calculated value is  $\leq 744$  (2yrs14days), then the **“0 to 2 Yr EEs Asof Actn EffDt ( $\leq 744$  Days)”** key figure should show a “1”.
- If the calculated value is between 745 (2yrs15days) and 1109 (3yrs14days), then the **“2+ to 3 Yr EEs Asof Actn EffDt (745 to 1109 Days)”** should show a “1”.
- The **“0 to 3 Yr EEs Asof Actn EffDt ( $\leq 1109$  Days)”** key figure should equal the sum of the previous 2.

**Step 2:** Filter Action Reason only for applicable reason codes. Position the mouse over the “Action Reason” data element, right-mouse click ->Filter ->Select Filter Value.



Select all Action Reasons except “ZG/04 Did Not Report” and “ZG/26 Cancel Sep Pay Continuation” and click on “Add”. Then click “OK”.





## Agency Metrics Job Aid for B0090

B0043-1: Employee Separations from State Government

Save As... Display As Table Information Print Version Export to Excel

Select values for Action Reason (0ACTIONREAS)

Show tool: Single values Show view: All

Maximum 1000 Refresh

Action Reason Key (Partially Compounded)	Action Reason Medium Text
ZF/01	Retirement LEO Supplement
ZF/02	Reduction-In-Force Severance
ZF/04	Separation ShortTermDisability
ZG/01	Better Employment
ZG/02	Personal Reasons
ZG/04	Did Not Report
ZG/05	Voluntary Resigned W/O Notice
ZG/07	No Reason Given
ZG/08	Long Term Disability
ZG/09	Retirement
ZG/10	Retirement Disability
ZG/13	Supplemental Appt Term

Enter a value for  
Action Reason:

Add Remove

Selections

Type	Description
<input type="checkbox"/>	ZF/04 Separation ShortTermDisability
<input type="checkbox"/>	ZG/01 Better Employment
<input type="checkbox"/>	ZG/02 Personal Reasons
<input type="checkbox"/>	ZG/05 Voluntary Resigned W/O Notice
<input type="checkbox"/>	ZG/07 No Reason Given
<input type="checkbox"/>	ZG/08 Long Term Disability
<input type="checkbox"/>	ZG/09 Retirement
<input type="checkbox"/>	ZG/10 Retirement Disability
<input type="checkbox"/>	ZG/13 Supplemental Appt Term
<input type="checkbox"/>	ZG/16 Dismissed-Gross Inefficiency
<input type="checkbox"/>	ZG/17 Dismissed-Conduct
<input type="checkbox"/>	ZG/18 Dismissed-Unsat Performance
<input type="checkbox"/>	ZG/22 Death
<input type="checkbox"/>	ZG/23 Other
<input type="checkbox"/>	ZG/25 Beacon to Non-Beacon Agency

Change Order

OK Cancel

**Step 3:** Collapse report layout to just show the Organizational Unit hierarchy. Drag off all characteristics in the layout except for Organizational Unit. The report should resemble the following.



## Agency Metrics Job Aid for B0090

### B0043-1: Employee Separations from State Government

Save As... Display As  Information Print Version Export to Excel

	Cal Qtr/Yr	1/2008			
Organizational Unit		DaysDiff Between Actn EffDt & OrigHireDt	0 to 2 Yr EEs Asof Actn EffDt (≤744 Days)	2+ to 3 Yr EEs Asof Actn EffDt (745 to 1109 Days)	0 to 3 Yr EEs Asof Actn EffDt (≤1109 Days)
20000099	Disney	X	83	18	101

**Step 4:** Compare the results from B0043-1 above to the results of B0090 from previous execution. The key figures from B0043-1 should match the corresponding key figures in B0090.

### B0090: New Employee Turnover Rate Metrics

Save As... Display As  Information Print Version Export to Excel

	Cal Qtr/Yr	1/2008					
Org Unit		Total Separations for 0 to 2 Yr EEs	Separation Rate % for 0 to 2 Yr EEs	Total Separations for 2+ to 3 Yr EEs	Separation Rate % for 2+ to 3 Yr EEs	Total Separations for 0 to 3 Yr EEs	Separation Rate % for 0 to 3 Yr EEs
20000099	Disney	83	2.0	18	1.2	101	1.8

### Key BI Points to Remember

- Do not use the Back button on the browser to go back. (Instead use “Back One Navigation Step”.)
- BI Reports sort from the left to right.
- Columns can be removed by dragging up and dropping in the dark blue area.